

Water Superintendent

JOB DESCRIPTION:

A Water Superintendent position for the Jackson's Gap Water Authority who will be responsible for supervisory, and managerial work in the planning, directing, and coordinating the functions and policies set forth by the Board.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Include but are not limited to the following:

- Manages and supervises field personnel
- Prepares and submits appropriate operational reports to the Alabama Department of Environmental Management (ADEM) and other agencies as required or directed
- Prepares and manages the monthly operating and capital improvement budget
- Responsible for customer communication and complaint resolution
- Maintains supplies and inventory for maintenance operations
- Inspect and maintain mechanical operating equipment
- Provides and maintains a safe working environment for employees
- Work hours beyond the normal office hours, weekends and holidays as necessary

SKILLS AND KNOWLEDGE:

This job requires knowledge in several areas including, but not limited to the following: utility billing, customer service, computer systems and applications related to general office (Excel and Word proficiency is required), and a general understanding of SCADA technology. Must have knowledge and skills of the following:

- Knowledge and understanding of ADEM Regulations and Procedures
- Knowledge of the principals and operations of hydraulics
- Knowledge of plumbing principles and practices
- Understanding of legislation and regulations concerning water distribution, meter reading, utility billing, testing
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs
- Ability to read and interpret maps
- Operate heavy machinery (i.e. Trackhoe, backhoe) – Minimal 3 years of experience

EDUCATION AND EXPERIENCE:

Must have a minimum of a high school diploma or equivalent; must have an Alabama Grade I Certification as issued by ADEM; must have three (3) years of experience in the water industry related to the following areas:

- Operations and maintenance of a water distribution system
- Supervising and managing people

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Demands include driving, meter reading, replacing water meters and valves and working within an excavated trench. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER REQUIREMENTS:

Must reside within a 25-mile radius of the office of the Jackson's Gap Water Authority located in Jackson's Gap, Tallapoosa County, Alabama. Include a recent profile photograph. Maintain a valid driver's license in the State of Alabama.

QUALIFIED RESUMÉS SUBMITTED TO:

CDG Engineers & Associates, Inc.
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